## Schedule Builder

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click on the Student Dashboard.</td>
</tr>
<tr>
<td><img src="image" alt="Student Dashboard" /></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Click the Enrollment menu, then Schedule Builder.</td>
</tr>
<tr>
<td><img src="image" alt="Enrollment Menu" /></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Select the term for which you want to schedule classes.</td>
</tr>
<tr>
<td><img src="image" alt="Term Selection" /></td>
<td></td>
</tr>
</tbody>
</table>

**Term:** Spring 2019-2020
4. **Availability (OPTIONAL)**
   a. Click the dropdown menu arrow.
   
   ![Unavailable Time](image)
   
   b. Label: title your break time.
   c. Time: enter a reasonable start and end time for your break.
   d. Days: Select the day(s) you wish for the break time.
   e. Click the **Apply** button.
   f. Click the **+ Add Time** button.

5. **Campus (Required):** Select the campus(es) where you’d like to take courses.

   ![Campus Selection](image)
6. Location (Optional): Select the location(s) where you’d like to take courses.

7. Session (Optional): Select the session types for which you’d like to take courses.
8. Click the “Add Classes” button to select the courses you wish to take.

OPTION A: Search for courses
   a. searching each subject code
   b. searching each course number
   c. clicking the “Add Course” button after each course.

OPTION B: Add classes according to your Planner, what’s already registered, or what is in your shopping cart
   a. clicking the “Import Courses” button at the top-right of the page
   b. selecting the appropriate option
   c. clicking the class(es) you wish to add to the Schedule Builder
   d. clicking the “Import” button

9. Once courses are added to the Builder, click the **Build Schedule** button at the bottom-right of the page.
Narrow Down Options and Add to Shopping Cart

1. The Builder will provide an overview of the schedule and you can use the arrows at the top to view other schedules.

2. You can pin specific sections by (a) clicking on the course listing and (b) clicking the Pin button. Then, click the “Schedule Builder” will display a “pin” at the top-right of the section of that particular course.

3. How to move forward:
   a. Enroll by clicking the “Enroll” button.
   b. Save the schedule as a “Favorite” by clicking the heart icon.
4. To enroll:
   a. Click the classes you wish to add
   b. Click the Enroll button.

   **NOTE:** The Validate button checks your holds, pre-requisites prior to attempting registration.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Section Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFW 104</td>
<td>Weather &amp; Climate</td>
<td>WSU 10100</td>
<td>M-F</td>
<td>9:00</td>
<td>ONLINE</td>
<td>3.00</td>
</tr>
<tr>
<td>DFW 104</td>
<td>Weather &amp; Climate</td>
<td>WSU 10100</td>
<td>M-F</td>
<td>10:00</td>
<td>ONLINE</td>
<td>3.00</td>
</tr>
<tr>
<td>PS 101</td>
<td>Intro Government</td>
<td>WSU 10100</td>
<td>M-F</td>
<td>11:00</td>
<td>ONLINE</td>
<td>3.00</td>
</tr>
<tr>
<td>PS 101</td>
<td>Intro Government</td>
<td>WSU 10100</td>
<td>M-F</td>
<td>12:00</td>
<td>ONLINE</td>
<td>3.00</td>
</tr>
</tbody>
</table>